G. R. S. IX-5]

Previous references.

SCANNED

1

File No. 21-21

1921.

(EA)

Serial Nos. 1

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for Aug-Dec 21

SUBJECT.

Arranging the printing of Lengthy Annexures to Govt Orders.

To the Under Secretaries to Govt
G. R. - Secs
Office memo No EA-837/EA 21-21-1 dt 16.8.21
directing Board printing of the annexures
in the proceedings of Government

Secy
8/9/21

WD 2243—GPB—20,000—14-6-20

2

GEN. SECRETARIAT
E. AUDIT.
25 FEB 1920

D 933 (6)

Submitted to the Railway Secretary for consideration -

G.O. No. R.S. 1242-45-Ry.F.254-19-20, dated 9th January 1920 sanctioning the construction of Audit Office Buildings at Mysore is printed in extenso in the Proceedings volumes together with the detailed estimates. The printing of the annexures which occupy 9 printed pages, appears unnecessary in a compilation intended for permanent reference in all offices.

If the printing of the estimates is found necessary for the convenience of the Railway Department, it would probably suffice if a few copies are printed separately instead of including the whole matter in the Proceedings volumes of which no less than 200 copies are printed

It is submitted that in the Public Works Department, the printing of such estimates is not found necessary.

A. V. R.
23-2-20.

Copy submitted to the Financial Member for perusal.

23-2-20

32
28/2/20

Sec'y
24

3 1(a)

G.R.S. III—3]

Avoiding the printing of lengthy annexures to Govt orders.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Dno 1110
18.5.21.

February 1st week.

Do. 2nd week.

Do. 2nd week.
No.7155-6/Edn.163-20-11 dated 3rd February 1921.

February 1921, 3rd week.
No.757-768/Stl.20-20-4 dated 21st April 1921.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Submitted.

Lengthy annexures to Government orders are included in the weekly and monthly proceedings volumes, not only making the volumes needlessly bulky but also entailing waste of paper and ink. The following are instances in point:--

(1) G.O. No.8705-8/Ft.127-10-2 dated 8th February 1921 and No.8589-92/Ft.147-20-2 dated 2nd February 1921 relating to Forest Settlement. The annexures consisting of the notification defining the boundaries and the register of claims and statements of lands taken up, occupy 18 pages out of 27 pages of orders issuing from the Revenue Secretariat.

(2) Similar annexure relating also to Forest Settlement takes up 4½ pages in the second weekly Volume.

(3) Order regarding remuneration to examiners in Local examinations. Rates of remuneration occupy 4 pages.

(4) Order regarding tables of Agricultural statistics.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The alphabetical list of crops and the revised tables take up 17 pages

(5) Order regarding ancient monuments. Also list, forms of inspection notes, reports take up 8 pages.

March. 3 and 4.
No.18265-325-G.M.44-20-9 dated 31st March 1921.

(6) Order regarding quinquennial census of Agricultural stock.

No.879-897/Stl.35-20-4 dated 28th March 1921.

The annexure consisting of District and Taluk statements occupies 13 pages. The above are only instances taken at random.

The printing of such annexures in extenso is not peculiar to the orders issuing from the General and Revenue Secretariat.

I have already submitted a Note to the Railway Secretariat suggesting the desirability of omitting lengthy annexures like detailed estimates, which are obviously unnecessary for the proceedings volumes.

flag F

In all these cases, printed spare copies of the orders with annexures will be available for reference in all offices concerned. The inclusion of the annexures in the monthly and weekly Proceedings - - - Volumes involves the printing of

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

18-7-21

Dw 1110 S.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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additional 200 copies. They may well be avoided, except where the order is a Standing Order likely to be needed for reference in several Departments and over the whole State.

Secretariat case work officers may, if approved, be requested to avoid as far as possible the printing of lengthy annexures to Government Orders generally, and further to point out in each case whether the annexures may not be omitted in the copies intended for the monthly volumes and when printing orders in Part II of the Gazette.

Hm 17-5-21.

Chiefsecy

Ws: please put up draft ON.

Submitted in connection with avoidance of unnecessary printing & Economising Stationery.

Hm 17-5-21

Hm 2/6

Draft ON is submitted

HK 6.6.1921.

Hm 7/6/21

Chiefsecy

Please have the draft ON typed & then submit for signature.

Hm 7/6

Typed draft ON is submitted.

HK 18.6.1921 Chiefsecy

Hm 11/8 Hm 11/8.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

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$1110

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Re receipt of applications
given

6/8 Hm
6/8

I see no objn to the issue
of the order proposed —

Hm
6-8-21

Hm
6/8.

DEWAN'S OFFICE.
Recd. on AUG 9 1921
Reg. No. 863

Chupseey

In approval be pleased to issue
Devan)

4/8
Hm
9/8

Draft approved by Dewan
12/8/21

4
18/8

Hm
18/8

~~Attended~~ ~~multigraph~~ ~~copies~~ Hm
To the ~~Asst~~ Secretaries etc — 18/8
Office memo no 867/R A 21-21
dt 16.8.21.

To Multigraph Sec
Please make 6 copies
HM.
13.8.1921

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

I 5

L.M. No. E.A. 86) / G. A. 21-21-1
9 Ub-8-21

Office Memorandum.

Lengthy annexures to Government Orders are ~~generally~~ frequently included in the weekly and monthly proceedings Volumes. This not only renders the Volumes needlessly bulky but also entails waste of paper. In all these cases, printed spare copies of the orders with annexures will be available for reference in the offices concerned. Printing of the annexures in the proceedings volumes should therefore be avoided, as far as possible, except where the order is "S.O." likely to be needed for reference in several Departments or over the whole State. Secretariat casework-officers are requested to note at the time of sending each order for print whether the annexures, if any, should be printed or may be omitted in the copies intended for the proceedings volumes and also when printing the orders in Pt.II of the Gazette.

GEN. E. AUDIT. AT
20 AUG 1921

12.8.21

By Order,

Offg. Chief Secretary to Govt.

To

The Under and Assistant Secretaries to Government in the General and Rev. Departments.

Copy to the Rev. Secretariat
~~Copy to~~ (2) The Insp. Genl. of Regn. & Ex. Officio Secretary to Govt.
~~Copy to~~ (3) the P.W and Ry. Secretaries
with compliments.

Copy to Regr. Regis.

8 6

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. E. A. 867/E. A. 21-21-1 dated Bangalore, the 16th August 1921.

OFFICE MEMORANDUM.

Lengthy annexures to Governnent orders are frequently included in the weekly and monthly proceedings volumes. This not only renders the volumes needlessly bulky but also entails waste of paper. In all these cases, printed spare copies of the orders with annexures will be available for reference in the offices concerned. Printing of the annexures in the proceedings volumes should therefore be avoided as far as possible, except where the order is a "S.O." likely to be needed for reference in several Departments or over the whole State. Secretariat casework-officers are requested to note at the time of sending each order for print whether the annexures, if any, should be printed or may be omitted in the copies intended for the proceedings volumes and also when printing the orders in Part II of the Gazette.

By Order,
K. MATTHAN,
Chief Secretary to Government.

To—The Under and Assistant Secretaries to Government in the General and Revenue Secretariat.

A464